

## Assessment Policy

### Overview

Crossfields Institute's policy on assessment is to:

- i. ensure access and equality of opportunity whilst preserving the integrity of the programme/qualification
- ii. ensure there are no obstacles to demonstrating achievement
- iii. provide on-going support to registered learners, including those with particular requirements
- iv. take account of all current legislation with regards to equality of opportunity

### Good Practice and Fair Assessment

In order to create and maintain good practice and fair assessment Crossfields Institute will ensure that:

#### A. Tutor/Assessors

- A.1. Receive an induction into Crossfields Institute assessment methodology and quality assurance procedures
- A.2. Use an approved assessment plan to create assessment activities that take account of the diversity of learners
- A.3. Use plain language in resources, assessment tasks and feedback
- A.4. Ensure the assessment plan enables evidence to be produced that allows learners to fulfil the assessment criteria.
- A.5. Keep records of all assessment activities for a minimum of 3 years
- A.6. Advise learners in accordance with the qualification or programme specification, with particular reference to learning outcomes
- A.7. Implement their assessment strategy so as to neither advantage or disadvantage any group of learners nor make unnecessary demands of learners

- B. There is review of the assessment strategy and process as an integral part of the annual centre review and periodic programme/qualification review

#### C. Internal Quality Assurers (IQAs):

- C.1. Verify that the assessment strategy for a unit/module is appropriate, reliable and covers all assessors and assessment activity
- C.2. Verify that individual assessment tasks meet both the principles set out above and specific programme or qualification requirements
- C.3. Ensure that the records of tutors are clear and up to date
- C.4. Ensure that the feedback from tutors to learners is unambiguous and applicable to the learning outcomes (and assessment criteria if used)
- C.5. Ensure all assessment evidence is valid
- C.6. Give written feedback to assessors on all aspects of the assessment process
- C.7. Ensure that the IQA procedure is open, fair and free from bias
- C.8. Ensure that there is accurate and detailed recording of IQA decisions

- C.9. Ensure that all centre assessment methods are verified as fit for purpose
- C.10. Quality assure an appropriately selected sample of assessor work from all programmes and qualifications, sites and teams, to ensure centre qualifications/programmes conform to qualification or programme standards and external quality assurance requirements
- C.11. Plan an annual quality assurance schedule, linked to assessment plans
- C.12. Keep records of IQA activities for a minimum of 3 years

Please see the Crossfields Institute Assessor Toolkit and Internal Quality Assurance Handbook for guidance and templates for these processes.

**D. The Centre/Programme Manager will:**

- D.1 Define, maintain and support effective registration, certification, assessment and internal quality assurance roles
- D.2. Ensure that identified staff will maintain secure records of all of the above
- D.3. Brief and train staff on the requirements for quality assurance procedures
- D.4. Promote internal quality assurance and standardisation as a developmental process for staff
- D.5. Provide coherent, standardised assessment and IQA documentation that complies with Crossfields Institute requirements
- D.6. Use the outcome of internal quality assurance processes to improve future assessment practice

**E. Learners**

- E.1. Receive an induction into Crossfields Institute Assessment Methodology and Portfolio Building and understand criterion referenced assessment where relevant
- E.2. Are aware of the centre's Complaints and Appeals Policy
- E.3. Receive an assessment plan or assignment schedule
- E.4. Are aware of any requirements that might affect the achievement of the qualification or completion of the programme (e.g. work placements, deadlines)
- E.5. Receive informative feedback from all assessment activities within a realistic timescale relating to the achievement/non achievement of the learning outcomes and assessment criteria where relevant
- E.6. Receive regular feedback to accompany their individual progression on the path towards achieving the overall programme or qualification

**F. Crossfields Institute**

- F.1. As requested, Crossfields Institute external quality assurers (EQAs) must be given access to all assessment documentation and evidence that supports the award of qualifications/programmes.

**G. Internally Devised Assessment**

All Crossfields Institute qualifications/programmes use centre devised assessment. Fair and non-discriminatory assessment of all learners must be demonstrated by the assessment strategy and plan, which will be checked and agreed by the EQA/Lead EQA.

At the design stage it is the responsibility of the IQA to verify that both the assessment strategy and the assessment tasks adhere to the following principles:

- i) Authenticity
- ii) Validity
- iii) Reliability and consistency
- iv) Currency
- v) Sufficiency
- vi) Fitness for purpose
- vii) Inclusiveness

#### **H. External Quality Assurance**

External quality assurance is carried out by a Crossfields Institute appointed External Quality Assurer (EQA). The EQA will scrutinise the evidence for all parts of a qualification or programme offered by the centre.

They will:

- Sample assessment and learner evidence of achievement
- Ensure that rigorous processes are in place for the assessment, tracking and recording of individual learner achievements in accordance with Crossfields Institute requirements
- Check that levels of attainment are consistent over time and with other similar qualifications
- Sign off Recommendations for Award forms (Cache qualifications).
- Approve claims on the Mercury system, or monitor claims if Direct Claims Status has been given to the centre
- Complete an EQA Report for Crossfields Institute

EQA Reports are made available to the centre and form an important source of evidence for the centre's own Quality Improvement Plan.

**Policy Last Reviewed September 2018**  
**Next revision date September 2019**

Reviewed by: Head of Quality, Alison Richards